



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

July 10, 2013

ACCOUNTANT I (SPECIALIST)

\$2,870 - \$3,593 per month

OR

ACCOUNTING TECHNICIAN

\$2,638 - \$3,305 per month

OR

SENIOR ACCOUNT CLERK

\$2,638 - \$3,305 per month

(WILL CONSIDER FILLING AT EITHER LEVEL – DUTIES WILL BE ADJUSTED ACCORDINGLY)

Under the direct supervision of the Accounting Administrator I, the incumbent is responsible for Accounts Payable, Revolving Fund, and Encumbrance transactions.

DUTIES AND RESPONSIBILITIES:

- Prepare invoices for payment. Ensure all documentation and approvals are accurate and acceptable. Schedule invoices in the California State Accounting and Reporting System (CALSTARS) for payment by the State Controller. Prepare and collate Claim Schedules for transmittal. Work with vendors to resolve issues with payments or outstanding invoices. Code and post direct transfer expenditures in CALSTARS. Post year-end accounts payable accruals. Post payments to contract files as required (ex: facilities/rent payments).
- Provide all accounts payable services to Delta Protection Commission and Native American Heritage Commission as a billed administrative service to these small commissions.
- Post travel claims to the Revolving Fund Register and CALSTARS. Review accounts for amounts due employees and prepare the register for reconciliation by the Accounting Officer. Take corrective actions to individual balance accounts by requesting refunds or adjusting amounts on subsequent claims.
- Prepare daily deposits for receipts including checks and wire transfers. Resolve and correct any discrepancies involving bank deposits. Travel to bank to make daily deposit. Distribute all mail addressed to Accounting on a daily basis.
- Post purchase orders to CALSTARS as encumbrances when received. Maintain balance sheets within contract files and reconcile with CALSTARS. Refer discrepancies to the contracts officer. Maintain records of outstanding purchase orders.
- Assist accounting staff in documentation of accounting processes and systems. Assist Accounting and contracting staff in maintaining accounts and records, and other job related duties.

DESIRABLE QUALIFICATIONS:

- Possess current CA Driver's License
- Possess integrity, honesty, professionalism and ability to maintain confidentiality
- Provide excellent customer service to internal and external departmental customers
- Excellent communication skills and the ability to interact professionally with staff and the public
- Familiarity with CalATERS
- Familiarity with personal computers – Microsoft Office and Outlook
- Ability to work under tight time frames and pressure
- Reliable attendance and dependability
- Exceptional organizational skills and self-motivation
- Good judgment and tact
- Exercise a high degree of initiative, independence, flexibility and originality in the performance of assigned tasks

WORKING CONDITIONS:

- Prolonged periods of sitting
- Frequent use of computer and related software applications at a workstation
- Daily use of phone, fax, copiers and general office and communication equipment

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Free Parking - Near Light Rail, bus routes & CSU Sacramento

HOW TO APPLY:

Submit standard State application (www.jobs.ca.gov) and college transcripts to:

**California State Lands Commission
Human Resources Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825**

Telephone: (916) 574-1910

FINAL FILING DATE: Until Filled

WHO MAY APPLY:

NOTE: Candidates applying with list eligibility must attach a copy of their college transcripts (if used to meet the minimum qualifications to obtain list eligibility).

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State Employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.